



Microsoft® Office SharePoint Server 2007 End User Training Series

Site Member

This 1-day class introduces users who are new to SharePoint 2007 to the software's core functionality by using introductory lessons on how to create and edit documents and collaborate with colleagues using SharePoint.

The course explains the purpose of SharePoint sites, how to navigate between sites and how to create and edit list items such as contacts and calendar events. The course also covers uploading and editing documents and the basic document management features of SharePoint 2007. This course covers features that are accessible to users who are granted permissions through the standard Site Members group.

\$299

Site Owner

This 1-day course provides users who will be SharePoint 2007 Site Administrators with the skills and knowledge to manage a SharePoint site and sub-sites.

Students will learn how to create new sites and create new pages within sites as well as configuring navigation between pages within the site. The course explains how to customize the look and feel of a site using the administrative settings as well as how to manage security and information management policies for the site. This course covers features that are accessible to users who are granted permissions through the standard Site Owners group.

\$299

Content Manager

This 1-day course teaches users how to use the Web Content Management features of Microsoft Office SharePoint Server 2007 to create and edit SharePoint pages using Master pages and a variety of Layout pages.

The course discusses best practices for using images, reusable content, field controls, and content types.

The course also discusses the publishing workflow and approval process as well as special security groups associated with content publishing.

\$299

SharePoint Designer

The purpose of this 2-day course is to give students techniques for customizing team sites and publishing sites using Microsoft Office SharePoint Designer 2007.

The class will teach professionals how to transform out-of-the-box SharePoint sites by applying corporate layouts, logos, colors, and graphics. In the process students will learn best practices in user-interface design and the use of graphic elements as well as how to incorporate workflow and business intelligence components into sites.

\$550

*Combine all three courses to receive the complete **Power User** package for a discounted price of **\$799**. This is a savings of nearly \$100.*

*Combine all five courses to receive the complete **Advanced Power User** package for a discounted price of **\$1299**. This is a savings of nearly \$150.*